Attendance Policy for
PARTNERSHIP OF DRONFIELD SCHOOLS (PODS)

- Code #: Planned whole school closure

LEAVE OF ABSENCE REQUEST FORM

PLEASE NOTE - The **Education (Pupil Registration) (England) (Amendment) Regulations 2013** state that head teachers should not grant approval for any leave of absence during term-time, including holidays, unless there are exceptional circumstances. If children are absent from school without authorisation, parents may be subject to a fine from Derbyshire County Council. Please see our Attendance Policy, found on our website www.northfield.derbyshire.sch.uk or at the request of the school office, for further information on holidays taken during term time.

Name of pupil (s) ……. Year Group ……..

……. Year Group ……..

……. Year Group ……..

Pupil Address …….

Name of Parent(s) ……

Parent Address (if different) …….

I / We wish to apply for our child(ren) to be absent from school for EXCEPTIONAL CIRCUMSTANCES on the following dates:

From…….. To…….

Total number of days our child(ren) will be absent from school …….

Please supply in as much detail as possible the reason for your request and why you feel it is **exceptional circumstances**. Please include the names of the adult(s) who will be with your child(ren) during their absence from school.

Continue over the page if necessary

Signed (both parents if applicable)

Parent 1 ……

Parent 2 …… Date……

PLEASE SUBMIT TWO WEEKS BEFORE THE DATE OF THE REQUEST